

JAUNT, INC.

Job Title: Maintenance Team Leader
Report to: Assistant Director
Salary Level: Supervisory

JOB SUMMARY

The Maintenance Team Leader, as a working manager, is responsible for: the day-to-day management of the maintenance shop and maintenance of the entire JAUNT fleet; supervising the work of the maintenance staff; maintaining detailed service records; negotiating contracts for outside repairs; purchasing and controlling inventory; implementing the Maintenance Plan; ensuring that the shop area is maintained and work is performed in compliance with OSHA requirements; maintaining good overall vehicle appearance in accordance with the Marketing Plan; and other such similar work required to ensure that vehicles are maintained in optimum operating condition. The nature of this position and staff size requires that the Maintenance Team Leader respond to road calls, either personally or delegated, over the entire period of operation, over the entire service area. He or she is also responsible for ensuring the operation of vehicles during and following inclement weather which includes operating equipment to clear the parking lot, and installing tire chains when necessary.

TYPICAL TASK LIST

- Maintains work order database, including entering stock used, mechanic labor, vendor service and parts
- Keeps stock inventory database up-to-date including price and vendor name
- Maintains tire inventory
- Orders parts as needed for repairs, and orders parts for stock
- Order safety equipment as needed for shop and vans
- Schedules and coordinates all contracted maintenance for mechanical, systems, body, and interior repairs
- Schedules and coordinates all in-house maintenance including repairs and preventive maintenance
- Performs maintenance on vans and all components including mechanical, systems, minor body, and interior repairs
- Performs unscheduled repairs as needed
- Provides day-to-day supervision for mechanic(s), and maintenance assistant (yardman)
- Maintains OSHA notebook containing information about hazardous materials used in the shop and vans cleaning
- Performs pre-inspection prior to state inspection
- Responds to road-calls
- Performs responsibilities of purchasing including price comparisons
- Provides advice on vehicle condition, performance and quality for purchase planning

- Responsible for keeping abreast of changes in vehicle technology
- Generates and coordinates the completion of periodic vehicle body and interior repairs such as repainting, re-stripping, and professional waxing as necessary to comply with the Marketing Plan
- Meets with adjusters, and other insurance representatives for damage assessments
- Coordinates the repair of damaged vehicles
- Develops policies for vehicle maintenance
- Participates in training as necessary for day-to-day supervision of employees
- Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND QUALIFICATIONS

The Maintenance Team Leader is responsible for all aspects of fleet maintenance ensuring vehicle safety as well as shop safety. This requires considerable education and experience in automotive mechanics as well as knowledge of OSHA standards. The Maintenance Team Leader is also responsible for the work of other maintenance staff, and therefore should have supervisory experience. The successful candidate would have thorough knowledge of the operating principles of gasoline engines and motorized equipment and of the mechanical repair of vans and similar equipment; a minimum of 5 years of experience with 1-2 years of supervisory/management experience to include the ability to plan, assign and supervise the work of skilled workers; and the ability to prepare, organize and maintain work records such as inventory, detailed maintenance records, employee time records, and such other data as is necessary for fleet management. The Maintenance Team Leader and maintenance staff, as safety-sensitive employees, are subject to the provisions of federal regulations pertaining to drug and alcohol testing.